

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
SEPTEMBER 14, 2000**

The Quality Systems (QS) Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on September 14, 2000, at 1 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Mr. Scott Siders of the Illinois Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to continue preparing for the Sixth NELAC Interim Meeting (NELAC 6i) scheduled for October 31-November 3, 2000, and to discuss the proposed changes to Chapter 5 of the NELAC Standard.*

INTRODUCTION

Mr. Siders reviewed the agenda for the meeting. Several committee members had been unable to review the revised version of Chapter 5 yet. Mr. Siders asked that all committee members review Chapter 5 after the call on September 14 and submit any changes immediately for incorporation in the version to be sent to Ms. Jeanne Hankins on September 15.

TOPICS OF DISCUSSION

Asbestos Subcommittee Report

The Asbestos subcommittee reported that they have a draft strawman document to start their process. They are working with Mr. Mike Beard of Research Triangle Institute and plan to eventually have approximately 8 members. They are not yet sure of the timelines for this committee.

ELAB Comments on Appendix D, Section D.1

Environmental Laboratory Advisory Board (ELAB) recommendations for changes to Chapter 5, Appendix D, Section D.1, "Chemical Testing," will be discussed at NELAC 6i, but are not reflected in the revised Chapter 5. The comments were included as an attachment to the August 17, 2000, minutes and are available on the NELAC Website.

Microbiology Testing Subcommittee

Ms. Marty Casstevens will send several minor editorial changes to the contractor for incorporation in the Microbiology section of Chapter 5 by e-mail.

ISO 17025

A draft standard using the ISO 17025 words will be prepared. Mr. Siders will check with Mr. Raymond Frederici on the status of the ISO 17025 cross walk. Work on this effort will continue until the November 1 meeting.

Next Meeting

The next meeting of this committee is scheduled for September 28, 2000 at 1 p.m. EDT.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE
SEPTEMBER 14, 2000**

Item No.	Action Item	Date to be Completed
1	Review all proposed revisions to Chapter 5 and e-mail any last minute changes to RTI (committee)	9/14/00
2	Contact Mr. Raymond Frederici to find out the status of the ISO 17025 crosswalk (Siders)	soon

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE
SEPTEMBER 14, 2000**

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